

Washington County

Job Description

Title:	Library Assistant Director	Code:	
Division:	Administration	Effective Date:	07/08
Department:	County Library	Last Revised:	

GENERAL PURPOSE

Under the general supervision and direction of the Library Director, performs professional and administrative duties in planning, implementing, and directing public library services in Washington County. May be responsible for the day-to-day management of a branch and/or technology operations.

SUPERVISION RECEIVED

Works under the guidance and direction of the Library Director.

SUPERVISION EXERCISED

Provides general guidance and direction to the branch and technology operations. Assumes responsibility for the operation of the library in the absence of the Library Director. May also be responsible for providing leadership and supervision of a branch library.

ESSENTIAL FUNCTIONS

Oversees library computer system and related equipment and software; acts as liaison between the library and IT Department. Supervises Horizon Technician; recommends software and hardware purchases and computer service options to the Director; responsible for developing training for using library systems.

Works with supervisors and staff to consistently and accurately apply system policies and procedures; develops responses to policy-related situations as needed; manages problem-solving procedures with staff, individuals, and teams.

Supervises branch clerical and professional staff; hires and trains employees; in correlation with the Director resolves conflicts and personnel matters and disciplines employees as necessary.

Coordinates materials circulation; plans and evaluates circulation and registration procedures; recommends new policies; coordinates fine collection procedures.

Evaluates public services within system; assigns work as necessary to ensure adequate provision of services.

In correlation with the Director, manages and directs the development of materials and public service budget; monitors compliance with established fiscal constraints and limitations through reports and communication from business management personnel; may participate in fund-raising and development activities related to grants, donations, etc.

Participates as a member of the library management team; chairs various committees; coordinates special projects; conducts analysis of research results; contributes perceptions and recommendations related to organizational purpose and mission; participates in problem-solving and strategic-planning processes.

Conducts personal research to keep abreast of ever-changing direction of library services and methods; promotes the implementation and development of technology and media options to enhance the quality of services.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Bachelor's Degree in Business or Public Administration; Master's Degree in Library Science (MLS) preferred;

AND

A. Four (4) years of administrative or supervisory experience;

OR

C. An equivalent combination of education and experience.

2. Special Qualifications:

Preference may be given for public library experience.

3. Required Knowledge, Skills, and Abilities:

Thorough knowledge of management concepts and methods related to team building, empowerment and participative leadership; information services and collection development; current trends and developments in library services; human resource management and principles of supervision; training and staff utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; resource development related to grants, donations, trusts, etc.; principles of negotiation and problem solving; computer technologies affecting the future of library operations and services.

Ability to direct and evaluate the work of others; establish and maintain effective working relationships with employees, other agencies and the public; working knowledge of public relation procedures; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; anticipate changing needs for services and facilities; thorough knowledge of library databases; operate personal computer and various software applications for word processing and spread sheet information; access e-mail and effectively function in a computerized communications environment.

4. Work Environment:

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)